

2. A student wishing to receive two associate degrees must
  - a. complete requirements for both degrees;
  - b. earn a minimum of 20 semester hours beyond those required for the first degree;
  - c. earn a minimum of 40 semester hours in residence at Northern.
3. A student who has already earned a bachelor's degree and wishes to receive an associate degree must
  - a. complete requirements for the degree;
  - b. earn a minimum of 20 semester hours in residence at Northern;
  - c. earn at least 12 semester hours in the major;
  - d. earn a minimum of 32 semester hours in residence to be considered for graduation with honors.

## 6. Second Major

1. A student who wishes to be certified in two or more major programs must meet requirements for each simultaneously.
2. The degree conferred will be based upon the student's first major; all majors/minors and areas of concentration successfully completed will be indicated on the student's academic transcript.

## 7. Minor

1. A student who wishes to have a minor certified must meet requirements described in the student's catalog of applicability.
2. Students earning associate degrees cannot earn a minor; only students at the bachelor's level may earn a minor.
3. The minimum number of semester hours required for minors varies among departments and can be found in individual department descriptions.
4. A GPA of at least 2.00 is required unless otherwise specified in the program requirements.

## "NON-TRADITIONAL" CREDIT

### Credit by Examination

#### 1. Advanced Standing Examination

Upon recommendation by the appropriate chairperson and with the approval of the appropriate dean, a currently enrolled student may receive advanced standing credit by passing an examination in a subject in which she/he has demonstrated exceptional ability. A student may obtain an application for the advanced standing examination from the Office of the Registrar, AC 301. He/she must follow the procedures printed on the application. There is an examination fee for each course in which a student takes an advanced standing examination. These examinations may be taken for a letter grade or pass/fail as determined by the department chairperson prior to testing. If a failing grade is earned, the course will not be posted to the student's transcript.

#### 2. College Level Examination Program (CLEP)

CLEP, a national program of credit by examination administered by the College Entrance Examination Board, was established at NKU to provide individuals with an opportunity to earn credit by examination. CLEP tests may be taken at NKU approximately the 3rd week of the month (except December and July) in the testing office. NKU students may earn up to 45 semester hours through (a) General and/or (b) Subject examinations. The University is a recognized CLEP Testing Center, and testing applicable to other institutions is also conducted. A grade of pass (*P*) will be assigned for CLEP courses successfully completed.

##### a. General Examinations

Five tests are within the General Examination portion of CLEP: English composition, humanities, natural science, social science/history, and mathematics. NKU will award credit in three areas: humanities, natural science, and social science/history; up to 18 semester hours may be earned from the exams in each area. Six semester hours will be awarded for a minimum score of 50. Credit earned through these examinations is elective credit and does not satisfy general education requirements.

##### b. Subject Examinations

The following subject examinations equated below with specific courses offered at NKU are accepted by the University. (The University reserves the right to revise these listings in accord with recommendations from the Educational Testing Service.)

EXAMINATION	MINIMUM SCORE	SEMESTER HOURS	EQUIVALENT NKU COURSES
American History I	50	3	HIS 102
American History II	50	3	HIS 103
American Literature	50	6	ENG 208-209
Analyzing and Interpreting Literature	51	3	ENG 200
English Composition with Essay	50	3	ENG 101
Calculus with Elementary Functions	50	5	MAT 120
English Literature	50	6	ENG 202-203
General Biology (No lab credit awarded)	50	6	BIO 120-121
General Chemistry	50	6	CHE 120-121
Introductory Business Law	51	3	BUS 230
Introductory Psychology	50	3	PSY 100
Principles of Accounting	50 63	3 6	ACC 200 ACC 200-201
Principles of Management	50	3	MGT 205
Principles of Macroeconomics	50	3	ECO 200
Principles of Microeconomics	50	3	ECO 201
Principles of Marketing	50	3	MKT 305
Western Civilization I	50	3	HIS 100
Western Civilization II	50	3	HIS 101

CLEP credit is available in French, German, and Spanish. Students must meet with the foreign language coordinator to receive credit requirements.

Policies on CLEP vary depending upon the academic area; students are advised to consult their adviser prior to taking CLEP examinations. The Health, Counseling, and Testing Services administers CLEP and provides data about the program. With approval of the appropriate dean, a student at NKU may take the CLEP subject examination instead of repeating a course in which he/she received a *D* or *F*, an option that may be exercised up to four times.

#### 3. Advanced Placement (AP)

High school students may receive credit by earning the required score on an approved AP examination. An appropriate number of semester hours will be awarded, and a grade of pass (*P*) will be assigned for successful completion of approved courses. Information concerning the AP program may be obtained from high school counselors. AP scores should be sent to the University's Office of the Registrar. Additional information on regulations and approved NKU programs for AP credit may be obtained from the Office of the Registrar. Examination scores range from 1-5. Subject areas

in which a student may receive credit from Northern Kentucky University by earning acceptable scores are listed below.

Credit for those areas marked by an asterisk must be coordinated with the chair of the department concerned.

DISCIPLINE	ACCEPTABLE SCORE	COURSE	SEMESTER HOURS
Art, General	3	ART 100 Art Appreciation	3
	4 or more	ART 121 2D Vis. Studies	3
Art, Drawing	4 or more	ART 210 Drawing	3
History of Art	4, 5	ART 101 Survey I	3
		ART 102 Survey II	3
Biological Sciences	3	BIO 120 General Biology	4
	4 or more	BIO 150, 150L Intro. to Biology I	5
Calculus AB*	3 or more	MAT 120	5
Calculus BC*	3 or more	MAT 120 Calculus I	5
		MAT 220 Calculus II	5
Chemistry	3	CHE 120, 120L General Chemistry	4
	4, 5	CHE 120, 120L General Chemistry I, CHE 121, 121L General Chemistry II	4 4
Computer Science A	3, 4, 5	CSC 260 Computer Programming I	3
Computer Science AB	4, 5	CSC 260, 262 Computer Programming I, II	6
English Language/Composition	3 or more	ENG 101 College Writing	3
		ENG 291 Advanced College Writing	3
English* Literature/Composition	3 or more	ENG 101 College Writing (It is recommended that students receiving credit for ENG 101 take ENG 151; ENG 291 may be substituted)	3
		ENG 200 Intro. to Literature	3
European History	3 or more	HIS 100 History of Europe to 1713	3
		HIS 101 History of Europe, 1713 to the Present	3

DISCIPLINE	ACCEPTABLE SCORE	COURSE	SEMESTER HOURS
French	3 or more	FRE 101 Elementary French I	4
German	3 or more	GER 101 Elementary German I	4
Government and Politics - U.S.	3 or more	PSC 100 American Politics	3
		PSC 101 State and Local Politics	3
Government and Politics-Comp	3 or more	PSC 102 Comparative Politics	3
European History	3 or more	HIS 100 History of Europe to 1713	3
		HIS 101 History of Europe, 1713 to the Present	3
Latin: Virgil	3 or more	LAT 101 Elementary Latin I	3
Macroeconomics	3 or more	ECO 200 Principles of Macroeconomics	3
Microeconomics	3 or more	ECO 201 Principles of Microeconomics	3
Music	3 or more	MUS 122 Theory I	3
		MUS 124 Aural Skills I	1
Physics B	3 or more	PHY 110 Intro. to Physics with lab	4
Physics C- Mechanical	3 or 4	PHY 211 Univ. Physics w/Lab I <i>or</i> PHY 220 University Physics w/Lab I	5 5
	5	PHY 213 General Physics w/Lab II <i>or</i> PHY 222 Univ. Physics w/Lab II	5 5
Physics C- Electricity/Magnetism	3 or 4	PHY 211 Univ. Physics w/Lab I <i>or</i> PHY 220 University Physics w/Lab I	5 5
	5	PHY 213 General Physics w/Lab II <i>or</i> PHY 222 Univ. Physics w/Lab II	5 5
Psychology	3	PSY 100 Introduction to Psychology	3
Spanish	3 or more	SPI 101 Elementary Spanish I	4
Statistics	3 or more	STA 212 Statistics for Business Application I	3
U.S. History	3 or more	HIS 102 History of U.S. through 1877	3
		HIS 103 History of U.S. since 1877	3

Transfer students who were awarded AP credit by their previous institutions are required to resubmit their scores for evaluation by NKU standards.

#### 4. International Baccalaureate (IB)

High school students completing this rigorous program may receive credit by earning the required score in a specific subject. An appropriate number of semester hours will be awarded, and a grade of pass (*P*) will be assigned for successful completion of approved courses. To earn credit, the student must request an official transcript issued by the New York office of the International Baccalaureate be sent to the University's Office of the Registrar. Additional information on regulations and approved NKU programs for IB credit may be obtained from the Office of the Registrar. Subject areas in which a student may receive credit from Northern Kentucky University by earning acceptable scores are listed below:

DISCIPLINE	ACCEPTABLE SCORE	COURSE	SEMESTER HOURS
Biology (Subsidiary level) (Higher level)	4 5 or higher	BIO 120 BIO 150-150L	4 5
English (Higher level)	4 or higher	ENG 101, 291	6
French (Subsidiary level) (Higher level)	4 or higher 4 or higher	FRE 101 FRE 101, 102	4 8
German (Subsidiary level) (Higher level)	4 or higher 4 or higher	GER 101 GER 101, 102	4 8
History (Subsidiary level)  (Higher level)	4 or 5  6 or 7	HIS 100 (or HIS 101 if student has already received credit for HIS 100) HIS 100, 101	3  6
History - American (Subsidiary level)  (Higher level)	4 or 5  6 or 7	HIS 102 (or HIS 103 if student has already received credit for HIS 102) HIS 102, 103	3  6
Physics (Subsidiary level) (Higher level)	4 5 or higher	PHY 211 PHY 211 and PHY 213, or PHY 220	5 5
Psychology (Subsidiary level) (Higher level)	4 or higher 4 or higher	PSY 100 PSY 100	3 3
Mathematics (Higher level)	4 or higher	MAT 120, 220	10
Spanish (Subsidiary level) (Higher level)	4 or higher 4 or higher	SPI 101 SPI 101, 102	4 8

#### OTHER NON-TRADITIONAL CREDIT

Additional types of nontraditional credit are available:

##### a. Portfolio Development (PD)

Portfolio takes the place of a standardized test in evaluating college level learning that students may have acquired through their personal, volunteer or work experience. A portfolio is a set of formal written documents that demonstrate experiential learning equivalent to the learning objectives of a specific course. A 2-semester hour mandatory course (PRL 101) teaches students how to prepare a portfolio. Portfolios are evaluated by faculty who determine whether a portfolio's content and the student's experience meet the learning objectives of a particular course. Credit is granted upon recommendation of the appropriate faculty and with the approval of the appropriate department chair and dean.

Students may request up to 32 semester hours toward a bachelor's degree and 16 semester hours toward an associate degree. To learn more about Portfolio, attend the free workshop, "Options for Adult Learners" offered throughout the year. For a workshop schedule, search on the keyword "option" at: <http://nkuconnections.nku.edu>. For more information about the Portfolio program, visit: <http://edoutreach.nku.edu>, or call the Educational Outreach Office at 859-572-1500 or send an e-mail to: [edoutreach@nku.edu](mailto:edoutreach@nku.edu).

##### b. Military and Department of Defense (DOD)

Credit may be earned for courses successfully completed by an individual in residence at approved military and DOD schools. Courses approved and recommended by the American Council of Education's publication, Guide to Evaluation of Educational Experiences in the Armed Forces will be considered for credit. A maximum of 32 semester hours may be earned. Students should petition the Office of the Registrar for review of courses and present appropriate documentation of military course work.

##### c. Vocational (Articulation)

Credit may be awarded to an applicant entering Northern Kentucky University in the program area of specialty upon completion of a post-secondary vocational program in the Northern Kentucky Vocational Region. For more information, contact the Department of Technology.

##### d. National Occupational Competency Testing Institute (NOCTI)

Credit may be earned through standardized tests to assess competency in technical or trade areas of industrial education teachers. Contact the Department of Technology, 859-572-5761.

##### e. American Council on Education (ACE) Non-Collegiate Sponsored Instruction

Credit may be awarded based on educational programs offered by many large corporations or non academic institutes. Only programs approved and recommended by The American Council on Education will be considered for credit. A maximum of 32 semester hours toward a bachelor's degree and 16 semester hours toward an associate degree may be earned. Students may request evaluation of credit by sending the ACE transcript "Registry of Credit Recommendations" and appropriate course outline(s) to the Office of the Registrar, AC 301, Nunn Drive, Northern Kentucky University, Highland Heights, KY 41099 or phone 859-572-6430 for more information.

##### f. Correspondence Courses

1. No more than 9 semester hours required for a degree may be earned by correspondence.
2. A student desiring to enroll in correspondence courses at another institution while he/she is a student at NKU must obtain prior permission from the appropriate academic dean if he/she wishes to transfer the earned credit to NKU. Correspondence courses in which a grade of C or higher is earned will be transcribed as hours earned or pass (*P*) credit only up to 9 semester hours.

#### ACADEMIC STANDING FOR UNDERGRADUATES

##### a. Good Standing

A student is in good standing when he/she has more than 16 quality hours with a cumulative grade point average (GPA) that meets or exceeds 2.00. A student with 0-15 quality hours is in good standing with a cumulative grade point average (GPA) that meets or exceeds 1.66.

##### b. Academic Probation/Suspension

A student who fails to meet the cumulative 2.00 GPA required for good standing is placed on academic probation for the next enrolled semester.

##### A student on academic probation will be suspended unless:

1. The student earns a 2.00 GPA or higher for the probationary semester (semester GPA. *or*
2. The student meets or exceeds the following cumulative GPA standards at the end of the probationary semester:  
Cumulative GPA of: